

Superior Court of California
County of San Bernardino
Employment Opportunity



Court District Supervisor

\$4,182 - \$5,338 approximate monthly

Application deadline: 4:30 p.m., Monday, December 6, 2004
Announcement # 04-027

The list resulting from this recruitment will be used to fill a current vacancy at the **Big Bear District**. While the list is being established for the above-mentioned District, incumbents may be assigned to any Court District within the County. This list may be used to fill future vacancies within the Court.

Typical duties of Court District Supervisor include, but are not limited to:

- ❖ Assigns, supervises, and coordinates the work of the court including civil, small claims, family law, traffic, juvenile and criminal; supervises the preparation of the court calendar; ensures the effectiveness of workflow.
- ❖ Trains, evaluates, and assists in the selection and discipline of employees; approves leave time and pay cards; coaches and mentors subordinate staff; determines and implements employee training schedules; discusses staff work performance with unit supervisor to ensure accurate assessment of employees.
- ❖ Confers with judges and the court manager regarding operational problems and changes in policies and procedures; acts as liaison with all local court-related offices and law enforcement agencies.
- ❖ Obtains the services of Judges Pro Tem, Court Reporters, and Interpreters as required.
- ❖ Handles the more complex problems or unusual situations; prepares program status reports and maintains statistical data.
- ❖ Assists in the preparation of the district's budget; reviews and approves court billings; requests facility maintenance, remodeling and furniture repair.
- ❖ Provides vacation and temporary relief as required.
- ❖ Performs related duties as assigned.

Travel: Travel throughout the County is required. Employees will be required to make provision for transportation. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced.

Requirements: 30 semester (45 quarter) units of completed college coursework in business or public administration, criminal justice, or related field; half of required college coursework in upper division is highly desirable; and five years of increasingly responsible and varied technical court experience and one year of court related experience as a supervisor; or any combination of training and experience that could provide the desired knowledge and abilities.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and list of related coursework form. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application materials. The most qualified candidates may be invited to an oral examination covering the following areas: principles and practices of management and supervision including staff development and training; practices and techniques of budget preparation and administration; court and courtroom procedures, processes, services and activities; laws, codes, rules and statutes relating to court procedures; analytical and problem solving skills; and interpersonal and communication skills. Candidates will be notified of the date of an oral exam approximately two weeks prior to testing.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

11/15/04 - MV